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OSA 4328-64

1 OCT 1964

**MEMORANDUM FOR:** Executive Officer, Directorate of  
Science and Technology

**SUBJECT :** Reduction in On-Duty Strength Levels

**REFERENCE :** Memorandum from Executive Officer,  
DD/S&T, Subject as Above, dated 13  
August 1964, DD/S&T 2240-64

1. We have reviewed each individual staffing complement position and each individual person occupying these positions on the Office of Special Activities Table of Organization. We find that no reduction in positions or individuals can be made without a corresponding reduction in OSA's assigned mission and functions.

2. Further, OSA has no individual eligible for retirement; no employee whose record of performance does not justify retention; and no position not essential to our current needs.

3. In the assignment of detailed military personnel to OSA, we have tentatively identified one position in Headquarters and approximately [ ] located outside the Headquarters area (see attachment) now encumbered with military detailees, all of whom are to be replaced by staff employees upon rotation.

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NO CHANGE TO CLASS. ☐  
☐ RECLASSIFIED  
CLASS. CHANGED BY 2011  
REASON FOR CHANGE 2011  
AUTHORITY 2011  
DATE: 2 Dec 64



**JACK C. LEDFORD**  
Colonel, USAF  
Assistant Director  
(Special Activities)

**ATTACHMENT:**  
As stated above

**SD:OSA:** [ ]  
**Distribution:**  
Orig & 1 - Addee

1 - AD/OSA  
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